



*Training Course:  
The Advanced Strategies in Contract Negotiation  
and Claims Management*

*24 - 28 March 2025  
Kigali (Rwanda)*

## Training Course: The Advanced Strategies in Contract Negotiation and Claims Management

Training Course code: PC235107 From: 24 - 28 March 2025 Venue: Kigali (Rwanda) - Training Course Fees: 5950 € Euro

### Introduction:

The Advanced Strategies in Contract Negotiation and Claims Management program is designed to provide law professionals, specialists, and individuals interested in acquiring skills and advanced strategies in negotiating contracts and claims. The program aims to equip participants with comprehensive knowledge of contract principles, rules, and negotiation strategies, enhancing their abilities to efficiently handle procurement, management, preparation, and selection of contracting parties with administrative entities. Additionally, it focuses on contract implementation according to contractual regulations and laws, developing contractual strategies, imparting advanced negotiation skills for contracts, understanding their requirements, and utilizing scientific and technical methods to comprehend contractual demands.

### Objectives of the Advanced Strategies in Contract Negotiation and Claims Management Program:

By the end of this training program, participants will be able to:

- Understand the hierarchical sequence of contract clauses and documents.
- Differentiate and identify contractual relationships by comprehending the roles and responsibilities of contracting parties.
- Professionally apply various contract resources.
- Draft contract projects and appendices in line with international standards.
- Identify appropriate documents for claims.
- Manage contract changes based on contract provisions.
- Investigate and settle disputes according to contractual requirements.
- Understand arbitration procedures and processes.
- Prepare bid documents.
- Utilize negotiation tactics and strategies.
- Manage contracts effectively.
- Identify causes of contract failures and address them.
- Acquire knowledge of contractors' practices for identifying and developing claims.

- Understand contract law and practices related to submitting and executing various types of claims.
- Develop skills for effectively mitigating claims.

## Target Audience for the Advanced Strategies in Contract Negotiation and Claims Management Program:

This program is intended for:

- Senior buyers.
- Procurement managers.
- All administrators with responsibilities related to procurement and contracts.
- Legal department managers and members.
- Procurement management personnel.
- Employees involved in the procurement process.
- Employees working in purchasing and contract management positions.
- Staff from other departments and sections related to procurement management.
- Individuals dealing with contractors and suppliers.
- Employees involved in procurement and negotiation activities.
- Anyone seeking to develop their skills and expertise and finds this course beneficial.

## Outlines:

Day 1:

### Introduction to Contracts

- Contracts and their basics, common legal clauses.
- Contract documents and their content.
- International contracts.
- Contract drafting through advanced negotiation strategies.
- Insurance, payments, and guarantee letters.
- Contract Strategies.

Day 2:

Advanced Strategic Issues in Contract Negotiation and Claims Management

- Factors influencing strategy.
- The contract system.
- Supplier selection.
- Tendering methods and procedures.

Day 3:

Contract Review and Understanding the Auditing Processes in Various Contract Types

- Evaluating contract review activities.
- Common contract problems and barriers to contract review.
- What are the auditing processes in contracts?
- Contract review strategy and its objectives.
- Contract review and its outcomes.
- Tendering methods and planning contract review.

Day 4:

Claims, Disputes, and Negotiating on Claims and Raising Claims

- Overview and the need for negotiation.
- Timing.
- Planning and preparation.
- Guidelines.
- Claim practice.
- Claim definition.
- Avoiding claims.
- Changes leading to claims.
- Identifying the nature of claims.

- Categorizing claims.
- Negotiating on claims.
- Incentives, penalties, and subcontractor management.

#### Day 5:

#### Identifying Risks and Risk Mitigation

- Types of risks.
- Risk dimensions.
- Problems and impacts.
- Risk relinquishment.
- Assessing risk extent.
- Decision-making.
- Risk management.
- Risk mitigation methods.
- Legal aspects of contracts.
- Ethics of contracting.
- The need for clarity and fairness.
- Unified approach for all contractors.
- Feedback.
- Key features of effective contract control.
- Disseminating the message of procurement and contracts preparation.

## Registration form on the Training Course: The Advanced Strategies in Contract Negotiation and Claims Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
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place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
3 Oudai street, Aldouki,  
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